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24 JAN 1961

MEMORANDUM FOR : RECORD

SUBJECT : Administrative Procedures for C.S.S. O.P.

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On November 21, 1960, I met with [REDACTED] to discuss the administrative procedures to be used for suggestions submitted to the Clandestine Services Suggestion Operations Program. There have been thirty-one suggestions since this program was launched, two of which are adoptable.

Problem: When do we present these to the Special Panel for award consideration and what kind of award should be given?

Discussion: It was agreed that we would use interim awards extensively in this program, because it would be impossible for anyone to calculate the value of a proposal which deals with an intangible idea not yet put into practice. When an idea is adopted by a Division, a project is written for that idea for the approval of the project reviewing committee, or a reviewing authority. When asking for approval of a project, it is necessary for the officer to state what he calculates the benefits will be to the United States or to the Agency; therefore, this figure could be used for an ESTIMATE in calculating the benefits. It would seem then that it would be appropriate to send a suggestion to the Special Panel, after the project has been approved, with a definite recommendation from [REDACTED] as to the size of the interim award. This document should be prepared as follows:

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1. A summary of the suggestion.
2. A summary of the evaluations.
3. The basis for the recommendation for a certain award.
4. A statement as to the individual's line-of-duty responsibilities.
5. [REDACTED] recommendation for the interim award.

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This document could include a "recommended approval" line for the Chairman of the Special Panel, who would forward it to the Chairman of the Suggestion Awards Committee for concurrence. Now let us say, for example, that it was decided that the suggester should have \$100.00 for an interim award; the Executive Secretary of the Suggestion Awards Committee would then be responsible for following up at a later date; the date to be determined by [REDACTED] or by the Division using the suggestion. At the specified time, the idea will be reviewed by the Special Panel for an additional award. The Suggestion Awards Staff would make sure that a sterile certificate with a copy for the official personnel folder is prepared. This important document is the key to this program -- an aid in locating imaginative personnel and a record of achievement. It was also agreed that [REDACTED] would see that the original copy of the certificate was presented to the Division Chief personally, asking for an appropriate ceremony. If the individual is in the Field, [REDACTED] would still go to the Chief of the Division and make sure that a dispatch would go to the suggester with appropriate compliments from his own Chief

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Problem: How to deal with declined suggestions.

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Discussion: It is very important for [REDACTED] office to fully document this suggestion and also to show all the evaluations. Secondly, a letter will be prepared by [REDACTED] for his signature, direct to the suggester, if he is in Headquarters; or addressed to the suggester through the Chief of Division, if he is in the Field. Those ideas which are not being adopted will be documented, but will not be recorded in the official personnel file.

The records of non-adopted cases could be reviewed by the Chairman of the Special Panel at a later date. The Executive Secretary will propose this to the Panel at the next meeting.

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Administrative reports: The Executive Secretary requested that [REDACTED] have his secretary report to Suggestion Awards Staff twice a year on the number of suggestions received, on the number of suggestions disapproved, and the number of suggestions in process. However, on further study, we find we need to know current status each month, which we will obtain by a telephone call to [REDACTED] secretary.

SUMMARY

A. Adopted

1. Resume to Special Panel.  
Recommendation to Special Panel.  
"Recommend Approval" line for Chairman, Special Panel.  
"Concurrence" line for Chairman, Suggestion Awards Committee.  
*OR APPROVAL*
2. Suggestion Awards Staff will then type (sterile) Certificate.  
with copies for Office of Personnel, Finance, etc.
3. Suggestion Awards Staff will send original copy of Certificate  
to [REDACTED] for disposition.
  - (a) Headquarters - To Chief of Division
  - (b) Field - To suggester, through Chief of Division  
for dispatch.

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B. Non-adopted

1. Fully document.
2. *OVER* Prepare letter for [REDACTED] signature, direct to suggester, if in Headquarters; direct to suggester, through Chief of Division, if in Field.

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**Next 1 Page(s) In Document Exempt**

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